



## JOB DESCRIPTION

Position Title: **Senior Staff Assistant**

Working Area: **Human Resources**

Class Code: 5318

Non-Exempt

EEO Code: 06

Effective Date: August 30, 2002

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### **Major Function**

Specialized work in support of Human Resources programs, recruitment, and/or training and development programs.

### **Essential Functions**

*Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.*

Answers incoming calls and responds to general inquiries. Provides applicants, members, and the general public with information regarding Human Resources programs, employment opportunities with Seminole County, general information regarding County programs and benefits and/or member Training and Development Programs.

Accepts applications for employment, and forwards completed applications and summary form to Human Resources Consultant for the department with the vacancy announcement. Prepares weekly position vacancy announcement and distributes to designated agencies and business service centers. Coordinates publicity for posting County positions in local newspapers and for publicizing Training and Development Programs.

Maintains Training and Development records and accepts registration for classes. Assists in the preparation of training catalog as necessary. Prepares class rosters and class materials such as handouts, evaluation forms, and other materials to support class instruction.

Accepts and reviews various types of paperwork to assure proper completion. Gives employment examinations as required.

Completes all appropriate paperwork and documents for new members, including sign-up documents, certification of documents, issuing County identification cards, employee discount cards and preparing employment agreement memorandum.

Prepares correspondence and other documents necessary to support the employment process. Schedules new members for pre-employment drug screening. Maintains filing systems and coordinates purging and storage of records as necessary. Assists with the preparation of various correspondences, forms, and other documents as necessary.

Performs other duties as assigned or as may be necessary.



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Working Area: **Human**

### **Resources**

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### **Minimum Qualifications**

Through knowledge of Business English, spelling, punctuation and modern office practices and procedures. Knowledge of personal computers and associated software used in an office environment.

Considerable ability to work independently to achieve accurate and timely results. Ability to maintain detailed accurate records and effective filing systems. Ability to work effectively with County Departments/Divisions, outside agencies, and the general public. Ability to use a personal computer and associated software. Ability to communicate effectively both orally and in writing.

Skilled in the use and care of standard office machines and equipment. Skilled in the use of standard office practices and procedures. Must possess good customer service skills.

High School Diploma or GED and two (2) years experience in an office environment. Prefer experience in Human Resources. Experience dealing directly with the public is highly desirable.

Ability to become a Notary Public is preferred.

*A comparable amount of education, training, or experience may be substituted for the minimum qualifications.*

### **Working Conditions**

The work environment for this position is a general office setting. The incumbent performs most duties sitting at a desk, table or workstation. Incumbents in this position are exposed to radiant and electrical energy found in an office environment.